



200 South Main Street, P.O. Box 826, Cibolo, Texas 78108
Phone: (210) 658-9900 Fax: (210) 658-1687
www.cibolotx.gov

Wayfinding Signage Request for Proposal

INVITATION AND INTENT

The City of Cibolo Economic Development Corporation (CEDC) invites all interested, qualified persons, or firms capable of providing the required products, to submit bids for the design, planning, fabrication, and installation of wayfinding signage. The CEDC is considering the selection for a wayfinding sign program for implementation over the next three to five fiscal years. The following specifications and attachments describe the minimum requirements acceptable to the City of Cibolo.

INTRODUCTION

As part of the City's Comprehensive Master Plan, Cibolo identified the need for a wayfinding sign program targeted at increasing citizen's and tourist's access to the City's Old Town District and amenities. Gateway, vehicular, pedestrian, regulatory, and parking signage will need to be designed and planned for within the scope of this project. The wayfinding design should be developed and chosen with the intent to increase the sense of place and community in Cibolo, Texas.

SCOPE OF SERVICES

Design

The CEDC is looking for sign designs for primary, secondary, and tertiary wayfinding signs. The design of these signs must be durable, adaptable, reflective, and meet the Texas Department of Transportation ("TXDOT") minimum requirements for signs located along highway right-of-ways (where applicable) and as well as the City of Cibolo sign ordinances and the Unified Development Code (UDC). Bidder must provide a minimum of one sign design for each category of sign as identified above. Signs within the Old Town District must be identified different than those located outside the District. All other City signage must incorporate the City of Cibolo's new logo. Maximum size for wayfinding signage is identified in the City's Unified Development Code (UDC). Sign designs should be adaptable and updatable to account for changing locations and destinations around the City.

1. *Primary Directional Signs.* Primary wayfinding signs are to be located on City streets as well as FM 1103 and FM 78 and are designed for speeds 35 mph and above.
2. *Secondary Directional Signs.* Secondary wayfinding signs are to be smaller versions of the Primary Directional Signs. These signs are designed for speeds of less than 35 mph such as North and South Main Street.

3. *Tertiary Directional Signs.* Tertiary wayfinding signs are the smallest version of wayfinding. They are intended for vehicular, bicycle, and pedestrian directional information this should also be the Directory Sign in the center of the Old Town District. These signs can also be utilized for signage in the Cibolo Comprehensive Master Plan.

Preliminary Schedule

Event	Date
RFP Released and Vendor Notification	January 8, 2017
Deadline for Questions	February 1, 2017
Responses to RFP are Due	February 15, 2017 at 2:00 pm
Vendor Interviews	February 20 through February 23, 2017
Final Selection and Award	March 16, 2017

Submittal Requirements

Qualified vendors should submit four (4) full color copies of their qualifications and proposal. Submittals should be kept to the minimum necessary length to explain the vendor's attributes and pricing. Each copy of the submission should be complete and include the following minimum requirements:

1. A brief company history.
2. A short narrative of the vendor's unique approach to these projects and a statement of understanding targeting the specific nature of this project.
3. At least three references from a current or past client where vendor has supplied similar services.
4. Current insurance coverage.

Completeness of Submission

Forms must be signed by a representative of the company authorized to bind the firm contractually. Further, the vendor must include a statement identifying all exceptions to this RFP or declare that there are no exceptions taken to the RFP.

Performance Requirements

1. Provide workmanship and materials, free of defects. Defects shall be defined as, but shall not be limited to delamination, abnormal deterioration, fading, and discoloration, weathering, failure of securing, to substrates indicated, cracking, corrosion or coating damage, or visible scratches on surfaces.
2. Signage shall not bear manufacturer's code or other identifying marks on any area or part, which may be visible in the normal positing, attitude, or use of the sign item. Date stickers to be affixed to back of signs.
3. Selected vendor shall ensure that the design of support substrates and structures are adequate and compatible for the performance of all work required.
4. All signs located on TXDOT right-of-way shall meet TXDOT standards.

Quality Assurance

1. Selected vendor shall comply with all municipal and State code requirements.
2. Selected vendor shall ensure that all signs comply *The Americans with Disabilities Act*, ADA Section 4.30, *Signage*; Section 4.30.5, *Finish and Contrast*, Section 4.30.6, *Mounting and Location and Height*.

Warranty

Selected vendor shall provide a five year written warranty on all materials and workmanship for sign structures (*see attached*).

Preparation for Installation

Selected vendor shall provide adequate temporary support to assure the structural value and integrity of the affected portion of the work during storage outside prior to installation by others.

Evaluation Process

The City reserves the right to determine which qualifications best serves the organization and its customers. While the selection of a wayfinding sign design, fabrication and installation contractor is anticipated, it is not guaranteed.

A. Review of Proposals

The Cibolo Economic Corporation will use a point formula during the review process to score proposals.

The Cibolo Economic Development Corporation reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using the following criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Quality: (Maximum Points - 100)

a. Expertise and Experience (Maximum Points - 30)

(1) The firm's past experience and performance on comparable projects.

(2) The quality of the firm's professional personnel to be assigned to the project.

(3) Quality of materials proposed for use.

b. Design quality and the extent the proposed goods and services meet the City's needs. (Maximum Points - 40)

c. the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities

d. Conformance with RFP requirements. (Maximum Points – 5)

e. References. (Maximum Points –15)

f. The price of the goods and services and the long-term cost of the goods and services. (Maximum Points – 10)

Proposal Submittal Deadline

Notice is hereby given that qualifications will be received by the Cibolo Economic Development Corporation for Wayfinding Sign Program for the design, planning, fabrication, and installation of wayfinding signage in selected areas of the City. Interested parties should submit their qualifications to:

Cibolo Economic Development Corporation
Wayfinding Signs Request for Proposal
ATTN: Peggy Cimics, City Secretary
200 South Main Street
Cibolo, Texas 78108

PROPOSALS MUST BE PRICED BY LINE ITEMIZATION FORMAT DUE TO A LIMITED BUDGETED AMOUNT. THEREFORE, BASED ON BID AMOUNT THIS WORK MAY BE EXTENDED TO PLACE SIGNAGE AT LOCATIONS TO BE DETERMINED BY THE CIBOLO ECONOMIC DEVELOPMENT CORPORATION.

Proposals are to be submitted by February 15, 2017 at 2:00 p.m. Proposals received after the foregoing date and time will not be considered. Proposals will not be

accepted via fax or email. Vendors accept all risk of late delivery of mailed qualifications regardless of intendance or fault.

All submittals must be labeled Wayfinding Signs Request for Proposal with the firm's name on the outside of the sealed envelope. Interested parties should submit four (4) full color copies of their proposal on 8.5" x 11" paper.

Questions concerning the proposal should be directed to Mr. Mark Luft at mluft@cibolotx.gov (210) 658-9900, ext 3118 or Ms. Kelsee McVey at kmcvey@cibolotx.gov (210) 658-9900, ext 3119. These RFP documents are also available on the City's Economic Development website at www.cibolotx.gov.

GENERAL CONDITIONS

Reserved Rights: **The Cibolo Economic Development Corporation reserves the right to:**

- Modify or cancel the selection process or schedule at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to evidence of the respondent's financial status;
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the City and the respondent;
- Negotiate modifications to the RFP with the selected respondent as part of the negotiation process;
- Modify the RFP opportunity available to potential development teams; and
- Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made part of the contract. Retain one copy for your records

Successful vendors must complete a W-9 form (Taxpayer Identification No.). The City of Cibolo and the Cibolo Economic Development Corporation is exempt from all local, State, and Federal taxes.

Hold Harmless. By participation in this RFP process, development teams agree to hold harmless the City of Cibolo and the Cibolo Economic Development Corporation, its officers and employees from all claims, liabilities, and costs related to all aspects of the development team selection process.

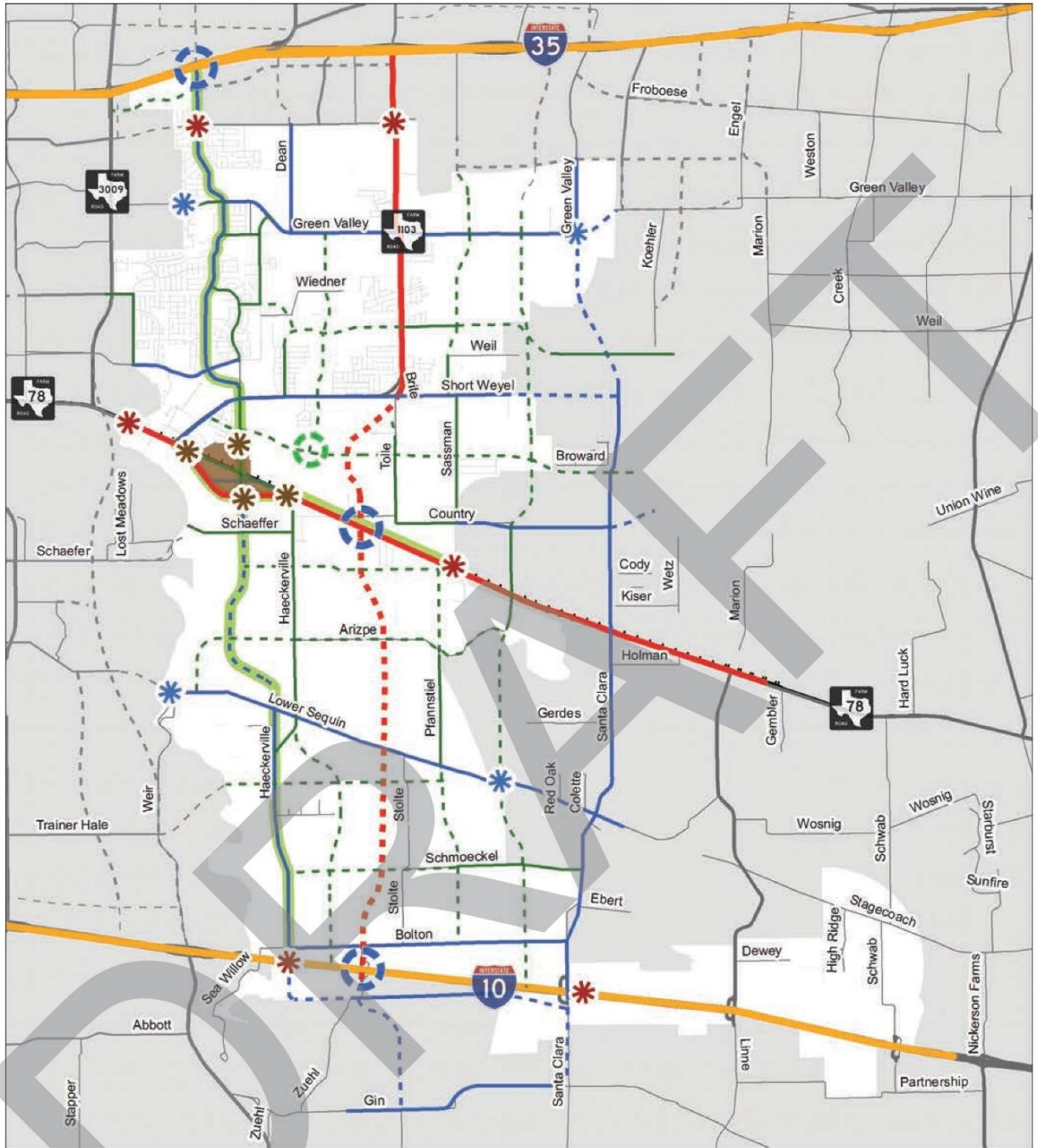
Public Information. All documents, conversations, correspondence, etc. between the Cibolo Economic Development Corporation and respondents are public information subject to the laws and regulations that govern the City of Cibolo and the Cibolo Economic Development Corporation, unless specifically identified otherwise.

Expenses. All expenses related to any development team's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

Design Ownership. The City of Cibolo and the Cibolo Economic Development Corporation shall own the rights to any and all designs including but not limited to logos or other unique marks approved by the City.

Further Information. A copy of the proposed sign locations is attached to this document. Visit the City of Cibolo web page at www.cibolotx.gov for a copy of the *Unified Development Code* and other City information.

**Proposed Signage Locations
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LEGEND

Gateways

- ✱ Primary Gateways
- ✱ Secondary Gateways
- ✱ Downtown

Enhancements

- Downtown Enhancements
- Landscape Railroad Buffer

- Streetscape Median Enhancements
- ⊗ Bridge / Interchange Enhancements
- ⊗ Roundabout Landscapes

Thoroughfares (Existing / Proposed)

- Freeway, Existing
- - - Major Arterial
- - - Minor Arterial
- - - Collector

Note: Exact thoroughfare delineation subject to final design and engineering plans.

- + + + + Railroads
- Non-Cibola Areas
- Major Roads
- Minor Roads



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Mile

Warranty/Guarantee

We hereby warranty and guarantee the signs, which we have delivered in accordance with the provisions of the Cibolo Economic Development Corporation Wayfinding Signage project, for five years from the date of delivery and acceptance by the City of Cibolo and the Cibolo Economic Development Corporation.

We warrant and guarantee that the materials and finishes furnished under this contract are the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirements of the contract documents.

We agree to repair or replace, to the satisfaction of the City of Cibolo and the Cibolo Economic Development Corporation, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or materials that prove defective within the warranty/guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper, or insufficient maintenance, or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional 12 month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize the City of Cibolo and the Cibolo Economic Development Corporation to proceed to have defects repaired and made good at our expense, and will pay the costs and chargers; therefore, immediately upon demand.

Signature of Vendor Authorized by Firm

Printed Name of Vendor Authorized by Firm

Date